

America Recycles Infrastructure Workgroup Steering Committee Meeting Meeting Notes

*Resource Recycling Conference 2019
Monday, August 26, 2019, 9:00-10:00 AM (CT)
Sheraton New Orleans, Poydras Room*

Meeting Purpose/Desired Outcomes:

- Review and provide input on draft Clearinghouse.
- Determine next steps for steering committee and workgroup members to ensure delivery of priority action(s), announcements, and communications products for November Summit.
- Discuss recommended additional workgroup actions for inclusion in *National Framework for Advancing the U.S. Recycling System*, which is anticipated to be released in November 2019, including the timeline for finalizing the actions and commitments in the Framework.

Action Items:

- EPA will develop a list of the challenges identified earlier in the year for next workgroup call to discuss.
- EPA will schedule call for week of 9/16 to select top challenge with greatest information gap and confirm categories for organizing resources
- US Chamber Foundation will confirm if we can select new URL for clearinghouse

Notes:

Briefing by US Chamber Foundation on Clearinghouse status

- US Chamber Foundation introduced the contractors working with Worn who are developing the Beyond 34 website.
- US Chamber Foundation showed the group two sample sites produced by Worn.
 - Achievingtomorrow.org
 - Women.nyc
- Worn has started to develop website for Beyond 34 project.
 - Worn proposed having 4 navigation points on the clearinghouse to direct users to content.
- Resources on the clearinghouse would include links to materials developed by the workgroups, partner materials, websites, and existing platforms.

Clearinghouse development discussion

- The group brainstormed categories for organizing resources on the clearinghouse.
 - Potential organization categories include:

- Collection, processing, end markets, policy, and partnerships
 - Organized by commodity type (paper, plastic, metal, glass)
 - Some combination of the two options
- Clearinghouse resource could be tagged based on the categories they cover.
- Any posted resources will need a summary and description that explains how they relate to any tagged categories.
- The workgroup suggested the audience for clearinghouse includes municipalities and businesses.
- Based on EPA's experience with the Further with Food website, if tagging is not carefully monitored items might be tagged improperly.
 - Workgroup proposed adding resources slowly to ensure control over content and minimize excessive tagging.
 - The clearinghouse could start with materials already available from the other workgroups (e.g., education and outreach resources).
 - The workgroup could potentially request materials from the other workgroups based on a specific topic, a challenge with the highest immediate need and information gap (e.g., contamination).
- The workgroup discussed that the clearinghouse is broader than infrastructure, more of a resource for all of the workgroups.
 - The workgroup should solicit for more infrastructure specific resources like infrastructure funding resources.
- Workgroup agreed to build-out website based on highest immediate need with greatest information gap. EPA proposed that infrastructure-related resources were the highest need (such as a compilation of funding opportunities and contracting best practices).

Next-Steps

- EPA will develop a list of the challenges identified earlier in the year for next workgroup call to discuss.
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Draft Schedule - Completion and Task Assignments

Task	Lead	Deadline
Conference Call to further discuss/finalize future actions to be included in National Framework	Steering Committee	Week of 9/16
Draft list of launch contents of clearinghouse	Steering committee	Week of 9/16
Steering committee to send out request for tools and resources for clearinghouse	Workgroup	Week of 9/16

Task	Lead	Deadline
Develop 1-pager for Summit summarizing the committee's progress and any key concepts	Steering committee	Week of 9/23
Conference Call with full workgroup to discuss future actions to be included in National Framework	Workgroup	Week of 9/23
Provide feedback on draft list of launch contents of clearinghouse	Workgroup	Week of 9/23
Review/comment on draft Framework	Workgroup	Week of 9/23
Provide feedback on 1-pager	Workgroup	Week of 9/30
Comments Requested on Framework Actions	Workgroup	Week of 10/7
Continue to make progress on November deliverables	Steering Committee	Week of 10/7
Send materials for printing	EPA	Week of 10/14
Complete review/approval of initial tools and resources	Steering committee	Week of 10/28